

7/24/06

**Office of Mineral Resources**  
**Sonris/2000**  
**Minerals Database Access and Sonris Lite Guide**

1. Go to the Department of Natural Resources home page at [www.dnr.state.la.us](http://www.dnr.state.la.us). Click on the Sonris/2000 portal button in the top right-hand corner of the page. You can skip this extra step by going directly to the Sonris/2000 home page at [www.sonris.com](http://www.sonris.com).
2. The Sonris/2000 page will appear. Under Database Access, **click on Minerals**. The Office of Mineral Resources Screens will appear.
3. Under Lease Related Info, choose **“Query Lease Data”**. To view this screen and all Classic Sonris screens, “Oracle Jinitiator” must be installed on your PC. Five tabs at the top of the window (Lease Basic info, Lease Instruments, Lease Sale Info, Lease History, and Property) will offer various lease information.

**Lease Basic Info:** Includes information on Lease Class, Original Lessee, Effective Date, Term, Acreage, Sale Date, Tract Number, Parish location, and Special Comments.

**Lease Instruments:** This tab lists instrument IDs, dates, brief descriptions of instruments, and document types. You can query information by date, document type, instrument ID, or by using a keyword from an individual’s or company name. To query information, first click on one of the instrument IDs and it will then be highlighted. Then, click on the “Enter Query” button on the menu bar near the top of the window (refer to FAQ under Application Help for instructions on the Query buttons) this will cause all the fields on the screen to clear. Depending on the query desired, enter the instrument ID (if the lease is very large), instrument date, or keyword in the “Description” box. For a broader search, use a “%” symbol around the ID, date or keyword (%A%, %06/18/1997%, %Exxon%). For document type, choose from the “Lease Inst Type Code” drop down list. Next, click on the “Execute Query” button located to the right of the “Enter Query” button on the menu bar.

**Lease Sale Info:** Includes data on tract number, tract acreage, bid acreage, bonus amount, rental amount, price per acre, product royalty percentage, block name and number if available and section, township and range if available.

**Lease History:** Gives brief status of lease whether active or cancelled, lists releases and partial releases with the date, lists of Lease Hold Payment Reports with date and payment amount.

**Property:** Includes Product Type Code, Product Decimal (royalty percentage), and LUW Info if available.

*If the State Lease is imaged, you can click on the blue “View Document Image” button at the top left corner. The imaged State Lease will open in the Panagon IDM Viewer. This is the only document you can view here.*

4. For a comprehensive listing of State Lease data, under Mineral Reports, choose “**State Lease Info Report**”. To view this report, Adobe Acrobat Reader must be installed on your PC. Report parameters window will open. State Lease numbers need to be entered as five digits. Add zeroes to the beginning of numbers that are fewer than five digits. Either press “Enter” or click on “Submit Query” and the report window will open. Maximize the screen for better viewing. Information available includes basic lease info and a history of instruments with IDs, dates and brief descriptions of the instruments. To navigate within this report, use scroll bar or arrows at the bottom left of the window.

5. The information found in the above reports is also available in **Sonris Lite**. No special program is required for viewing. The formats are slightly different, but contain the same information. Click on the **Sonris Lite** option under Database Access or the **Sonris Lite Lighthouse icon** at the top of window. Under Minerals, choose “**Query Lease Data**”. This screen contains all the same information as “**Query Lease Data**” and “**State Lease Info Report**” in Classic Sonris. This however, is a non querying report. *If desired all information fields and headers can be copied and pasted to a spreadsheet (Lotus or Excel).*

6. Contact Records Management at (225) 342-4614 if you have any questions.